Computer Instructional Guide
Electronic Medicaid Waiver System

Developmental Disabilities Programs

This guide is to help you with the technology components needed to utilize the Electronic Medicaid Waiver System (EMWS).

HARDWARE REQUIRED

- *Personal Computer (PC) or MAC*
- *CD/DVD*
- *Fax*
- *Scanner* – recommend flatbed, black and white scanner, scan resolution up to 300 dpi, ability to scan up to 8.5x11
- *Printer*
- Recommend *high-speed Internet* connectivity; preferably DSL or Cable

SOFTWARE REQUIRED

- *Web Browser* – The most up to date version of Google Chrome, Microsoft Internet Explorer, Mozilla Firefox, or Apple Safari
- *Word Processing* – recommend Microsoft Word NOT WordPerfect or Microsoft Works

ACCEPTED FILE FORMATS for documents saved and ready to upload (maximum file size 10MB)

- *.doc or .docx* (Word processing)
- *.pdf* (portable document format)
- *.rtf* (rich text format)

NOTE: Scanned documents save as *pdf* or *rtf*

GETTING STARTED

CLICK ON YOUR WEB BROWSER ICON.

THIS WILL TAKE YOU TO THE INTERNET

TYPE IN THE WEB ADDRESS TO OPEN THE EMWS HOMEPAGE

HTTPS://WAIVERS.HEALTH.WYO.GOV

 OPEN THE IPC MANUAL AND FOLLOW ALONG – THE GUIDE INCLUDES SCREEN SHOTS AND EXPLANATIONS ON HOW TO COMPLETE EACH TASK.

HOW TO GET HELP WITH EMWS SYSTEM ERRORS
CALL: 307-777- 8584
Call hours are from 8:30 to 11:30 Monday through Friday
EMAIL: emws-helpdesk@wyo.gov